



Accomplishment Report CY 2018
BUSINESS DEVELOPMENT DIVISION

- a.4.1. Key Policy Issuances
- a.4.2. Comprehensive Documentation of Operational Plan
- a.4.3. Major Final Outputs

TABLE 1.

Major Final Outputs (MFOs)	Target 2018
1. Develop Concession Manual	
2. Develop Contract of Lease and Memorandum of Agreement	
3. Conduct Study of Submitted Proposal for Airport Level of Service Development	
4. Zoning of Airports	

- a.4.4. Key Performance Indicators

TABLE 2.

Indicators	Baseline (2017)	% Increase	Actual (2018)	Variance
1. Processing of Contract of Lease for Renewal	836	14.95%	961	125%
2. Implement Advertising Management in Airports	0	100%	3	
3. Process approved concession applications				

- a.4.4.1. Data and Analysis
 - a.4.4.1.1. Programs/Projects
 - a.4.4.1.2. Goals and Outcomes

TABLE 3.

MFOs	Description
Societal Goals	
Sectoral Goals	
Organizational Outcomes	
Regulatory and Enforcement Services	
Operational and Management Services	

- a.4.4.1.3. Updated Directory of Officials and Key Positions
 - a.4.4.1.4. Inventory List of IT Equipments
- a.4.5. Others
 - a.4.5.1. Program Review and Assessment
 - a.4.5.2. Ease of Doing Business (Internal and External Process Flows)

**HOW TO AVAIL OF THE SERVICE:
PHASE ONE**

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Submit Letter of Intent	1. Receive Letter of Intent If application for renewal, direct concessionaire to Step 2			2 min	Business Dev Staff
		2. Coordinate with Airport Concession Administrator			5 min	Business Dev Staff
		3. Prepare letter of reply			5 min	Business Dev Staff
2	Submit complete requirements	1. Check completeness of requirements			10 min	Airport Concession Administrator
		2. Instruct applicant to send / submit requirements (with the checklist)			3 min	Airport Concession Administrator
3	Send / submit requirements to Central Office	1. Receive, review and evaluate requirements			10 min	Business Dev Staff
		2. Set schedule of panel interview If panel interview can be dispensed with, proceed to Step 5			10 min	Business Dev Staff
		3. Notify applicant of the scheduled panel interview			3 min	Business Dev Staff
4	Present business proposal	1. Conduct interview and assessment			2 hours	Panel
		2. Discuss, deliberate and submit recommendation			2 hours	Panel

		3. Prepare Contract of Lease		Contract of Lease	4 hours	Business Dev Staff
		4. Review Contract of Lease and forward to Chief, Corplan			4 hours	Chief, Business Dev
		5. Review and approve Contract of Lease			1 day	Chief, Corplan
		6. Receive and check signed contract; and notify applicant that contract is ready for pick-up			15 min	Business Dev Staff
5	Present valid ID or authorization letter	1. Release Contract of Lease			5 min	Business Dev Staff
6	Review the provisions of the contract					
TOTAL DURATION OF ACTIVITY					2 days 3 hours 7 mins	

PHASE TWO

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Proceed to Bus Dev Division; submit signed Contract of Lease	1. Receive and check signed contract			10 min	Business Dev Staff
		2. Forward contract to Chief, Corplan for endorsement to the Director General			1 hour	Chief, Corplan
		3. Review and approve Contract of Lease			2 days	Director General

		4. Release contract to applicant			5 min	Business Dev Staff
2	Notarize contract					
3	Proceed to Bus Dev Division; submit notarized contract	1. Receive notarized contract			5 min	Business Dev Staff
		2. Prepare Request for Order of Payment		Request for Order of Payment	10 min	Business Dev Staff
4	Proceed to Accounting	1. Receive Request for Order of Payment; prepare Order of Payment Slip (OPS)	Notarial Fee Php100.00; Two (2) months advance; Two (2) months deposit	OPS	5 min	Accounting Staff
5	Proceed to Collection	1. Receive payment			2 min	Collection Officer
		2. Issue Official Receipt		Official Receipt	2 min	Collection Officer
6	Proceed to Bus Dev Division; present Official Receipt, valid ID or authorization	1. Check and photocopy OR; Prepare Notice to Proceed (if new application)		Notice to Proceed	2 min	Business Dev Staff
		2. Release original OR; one (1) original copy of Contract of Lease and Notice to Proceed			2 min	Business Dev Staff
TOTAL DURATION OF ACTIVITY					2 days 1 hour 43 mins	

a.4.5.3. Personnel Profile

TABLE 4.

Name	In-House Training	Position	Status
1. Atty. Roberto Martin S. Buenaventura		Corporate Secretary/Acting Chief, Business Development Division	Permanent
2. Holly Marie Pasano	New Employee Orientation Program	Business Development Analyst A	Permanent
3. Sheila Mae Bombeo		Business Development Analyst B	Permanent
4. Jessalyn Mae Enriquez	-New Employee Orientation Program -Leadership Course Training	Business Development Analyst B	Permanent
5. Roderick Barcellano		Administrative Assistant II	Permanent
6. Jose Edison Torres		Consultant	COS
7. Bernadine Cabunillas		Interior Designer	COS
8. Mardwin Peter Alcid Navarro		Events Protocol	COS
9. Chito S. Silverio		Administrative Assistant II	Job Order

a.4.5.4. Financial Highlights